



CONNECTING the CHANNELS

Partnership in
Grants
Management



Seattle, WA

February 23, 24, 25

(February 25 for Program Officers Only)

NOAA Western Regional Center
7600 Sand Point Way
Seattle, WA 98115

Silver Spring, MD

March 8, 9, 10

(March 10 for Program Officers Only)

NOAA Auditorium and Science Center
1301 East-West Highway
Silver Spring, MD 20910

[Register Here](#)

NOAA/AGO/Grants Management Division welcomes you to the 2016 Financial Assistance Workshop, **Connecting the Channels: *Partnership in Grants Management.***

Be the first to register for this **FREE** hands-on experience on grants administration. These workshops will be interactive so please register to attend in person. Please make sure to reserve your spot today as space is limited and to check back as further details are to follow.

Whether you're a current grant recipient, a Federal Program Office staff member or a member of an organization interested in obtaining a Federal grant or cooperative agreement this **FREE INTERACTIVE WORKSHOP** will aid in developing your wealth of knowledge associated with Federal financial assistance. Continue reading for a brief glimpse of what to expect.

Partnership in Grants Management 2016

I. Introduction to Financial Management

This is Grants 101 a heads-up on the essentials of preparing winning applications. We will provide you with a firm grasp on pre-award activities that will set your organization on the right track including an overview of Grants.gov, the difference between competitive and non-competitive awards and budgetary requirements. Our staff will provide engaging lectures and interactive training so you are able to gain full understanding of the preliminary process of Federal Financial Assistance.

II. Managing a Financial Assistance Award

Confidence in compliance; we will instruct you on how to develop effective approaches to grant start-up, operation, closeout and organizational alignment with the Department of Commerce Standard Terms and Conditions. Our knowledgeable staff will guide you through financial and performance reporting requirements and how the Federal government monitors your award. We will walk you through all the necessities to become a responsible grantee including modifications and amendments to your award and how to draw down funds through the Automated Standard Application for Payment (ASAP).

III. Accountability of a Financial Assistance Award

Audits and equipment disposition; these are terms you will become familiar with. Protect your organization from management pitfalls that may impact current and future funding relationships and opportunities. Upon completion of your Financial Assistance Award, the Grants Management Division staff will help provide information assuring you have all the required documents to properly close your award and sustain proper record retention.



AGENDA – DAY 1

<i>TIME</i>	<i>PRESENTATION</i>	<i>Grants Online</i>
7:30 am – 9:00 am	<i>Registration</i>	----
9:00 am – 9:45 am	<i>Welcome / Grants Management Division Overview</i>	
9:45 am – 10:45 am	<i>Keynote Address</i>	
10:45 am – 11:00 am	<i>Break</i>	
11:00 am – 12:15 pm	<i>Find and Apply</i>	
12:15 pm – 1:15 pm	<i>LUNCH</i>	<i>Open Computer Lab</i>
1:15 pm – 2:45 pm	<i>Award Review Process</i>	
2:45 pm – 3:00 pm	<i>Break</i>	
3:00 pm – 4:00 pm	<i>Post Award</i>	
4:00 pm – 5:00 pm	<i>Meet and Greet</i>	



AGENDA – DAY 2

<i>TIME</i>	<i>PRESENTATION</i>		<i>Grants Online</i>
8:00 am – 8:30 am	<i>Registration</i>		----
8:30 am – 9:00 am	<i>Keynote Address</i>		
9:00 am – 10:00 am	<i>ASAP</i>		<i>Open Computer Lab</i>
10:00 am – 10:15 am	<i>Break</i>		
10:15 am – 11:15 am	<i>Reporting</i>		
11:15 am – 12:15 pm	<i>Audits</i>		
12:15 pm – 1:30 pm	<i>LUNCH</i>		----
1:30 pm – 2:30 pm	<i>Contracts vs Grants</i>		<i>Open Computer Lab</i>
2:30 pm – 2:45 pm	<i>Break</i>		
2:45 pm – 3:30 pm	<i>Recipient Contributions</i>	<i>External Clients & Hurricane Sandy</i>	
3:30 pm – 4:30 pm	<i>Grants Trivia</i>		
4:30 pm – 5:00 pm	<i>Wrap Up</i>		----



DAY 1

part • ner • ship

a relationship resembling a legal partnership and usually involving close cooperation between parties having specified and joint rights and responsibilities.

Welcome/Grants Management Division Overview

NOAA's Grants Management Division's Director Arlene Simpson Porter provides an overview of the exciting and informative days ahead.

Keynote Address

You'll want a front row seat when our keynote speaker takes you on a journey highlighting present day achievements as well as environmental goals and strategic objectives.

Find and Apply

Come hear National Marine Fisheries Service S-K Program Manager as he provides guidance on how to ensure grant application packages are clear, concise and contain all of the pertinent information and documentation required to receive approval. He'll walk you step by step through Grants.gov, Broad Agency Announcements (BAA), the difference between competitive and non-competitive awards and budgetary requirements.

Award Review Process

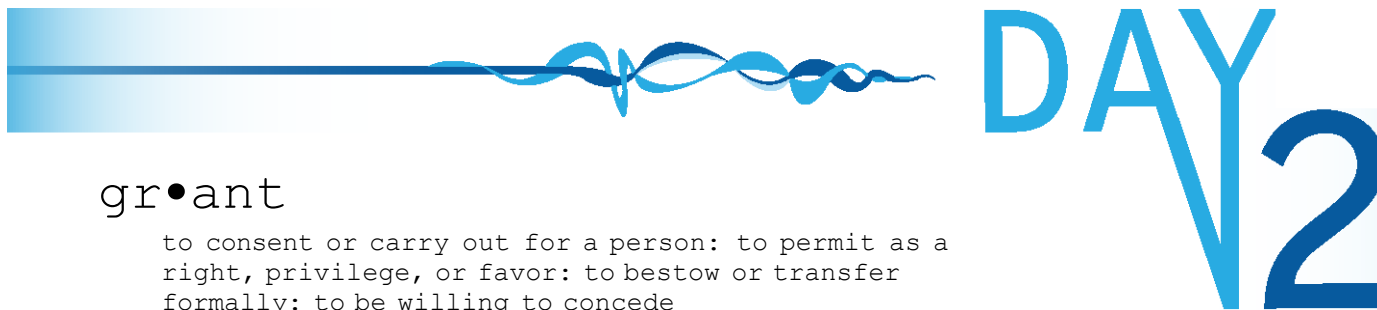
In this session, Grants Management Specialists will describe NOAA's risk assessment protocol including System for Award Management (SAM), credit reports, audits and how your project narratives and budget justifications are reviewed.

Post Award

Now that you've been approved for your grant, acronyms will become your best friend. Award Action Requests (AAR) and Special Award Conditions (SAC) will be discussed. More importantly this session will provide you with all the information you need to make sure you maintain compliance with the Department of Commerce Standard Terms and Conditions. Changes of scope, re-budgets, change in principal investigator and others will all be discussed.

Meet and Greet

Still have questions? No problem. We have the answers. The Grants Management Division staff will make themselves available to answer any questions (big or small) that you may have in reference to financial assistance awards and opportunities.



Keynote Address

You'll want a front row seat when our keynote speaker takes you on a journey highlighting present day achievements as well as environmental goals and strategic objectives.

ASAP Drawdown - Treasury

The Automated Standard Application for Payments (ASAP), is a secure, web-based all electronic payment system designed for Federal Agencies and their recipients. Join our ASAP Specialists as they demonstrate how this system saves time and improves Financial Management. They will demonstrate how ASAP reduces the cost and liability of having funds held outside of the Treasury.

Reporting

This session will include an in-depth discussion on financial and programmatic reports, equipment disposition as well as the close out process.

Audits

Did you know that the Federal government is subject to audits? We all want to be good stewards of Federal funds. Therefore it is imperative that we know and understand the cost principles and audit requirements associated with financial assistance awards. Join us as we review common audit findings, how to do well during an audit and the uses of the OMB Circular A-133 institution-wide audits.

Contracts vs. Grants

Should it be a Contract or Grant? When applying for Federal funds it's important to know the appropriate funding instrument to use in support of a funded project. We will clarify the varying characteristics between government procurement as opposed to a financial assistance award.

Recipient Contributions

Organizations often add their financial support to federally-sponsored projects. Such support can be voluntary and/or mandated by federal statute or federal program requirements. It can be in the form of cash or non-cash contributions from the recipient or even third parties. We will discuss how these award requirements may be met as well as how such resources are evaluated for acceptance and monitored.

External Clients & Hurricane Sandy

Did you know that NOAA is a leader among Department of Commerce bureaus in grant making and administration? Get a "bird's eye view" of how NOAA works in tandem with other bureaus to provide critical support for the successful management of financial assistance efforts funded under external DOC programs or one-time only special initiatives.

Grants Trivia

This fun and interactive session will test your knowledge and comprehension of everything grant related. Raise your hand and see if you have what it takes to win Grants Trivia!

[Register Here](#)